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An office memo is an example of when using a template could be helpful because office memos usually contain the same layout (To:, From:, Subject:, company logo, and so on), with only the topic changing for each new memo.

### **O2010 Review Questions and Answers**

Chapter 12 Creating Presentations Expectations At the end of this lesson students will be able to: 1. Explain the purpose of a presentation. 2. Identify the different parts of the PowerPoint 2010 window. 3. Plan a presentation. 4. Add and delete slides, and change the order of slides. 5. Display a presentation in different views. 6.

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called a window, which include an File tab

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